



Canadian Celiac Association

Mission: The Canadian Celiac Association is the national voice for people who are adversely affected by gluten, and is dedicated to improving diagnosis and quality of life.

Vision for the Future: The gluten problem: Found. Treated. Cured.

KELOWNA CHAPTER BYLAWS

Article I: Name

The name of this Chapter by authority of the Board of Directors of the Canadian Celiac Association shall be **Kelowna Chapter (CCA)** serving the Kootenays, Okanagan and Shuswap areas of British Columbia.

Article II: Purpose

To assist persons who are adversely affected by gluten (including persons with celiac disease, non-celiac gluten sensitivity, dermatitis herpetiformis, wheat allergy, or any other medical condition requiring them to follow a gluten-free diet) through support and education.

Article III: Organization

Section One: Executive Board and Executive Committee:

- (a) The Executive Board shall consist of the President, Vice President, Secretary and Treasurer, which are elected positions, and the Past President.
- (b) All elected positions are for a two-year term, unless circumstances prevent an Executive member from completing their term. In that case, the Executive Committee may appoint an interim Executive member to hold the position until the next AGM.
- (c) Executive Board members may serve consecutive terms at the pleasure of the membership.
- (d) The Executive Committee shall consist of the Executive Board and Coordinators.
- (e) The Executive Committee shall meet at least quarterly at the call of the President.

Section Two: Coordinators, Standing Committees and Volunteer Roles

- (a) The Executive Board shall call upon its members to volunteer on standing committees and in specific roles as needed to carry out the work of the Chapter.
- (b) All positions are on a volunteer basis; no elections are required and terms are open ended.
- (c) These positions include, but are not limited to: Newsletter Editor, Hospitality, Membership Coordinator, Help-Line, Webmaster, and Resources and Supplies Coordinator.
- (d) Any person who has access to another member's personal information, including contact information, shall sign a Privacy Policy Agreement.
- (e) Persons volunteering in a Coordinator/Volunteer role will be listed as contacts on the Chapter website, and are considered part of the Executive Committee.

Section Three: Chapter Members

The Chapter members are those who are on the CCA "Kelowna Chapter Active Members" list (Members in good standing).

Article IV: Quorum

- (a) The quorum for Regular Meetings and the AGM shall be Five percent (5%) of all Kelowna Chapter members.
- (b) In the absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.

Article V: Regular Meetings

- (a) Regular meetings shall be held in March, May, September and November.
- (b) Passage of a motion requires a simple majority (50% plus one) of the members voting, except for a motion to amend the Bylaws. (Article IX)

Article VI: Annual General Meeting

Section One: Timing of Annual General Meeting

The Annual General Meeting is to be held in September.

Section Two: Items of Business

The following items of business will be included at the AGM:

- Report of the Executive Committee
- Report of the Treasurer
- Elections for Executive Committee as needed
- Appointment of Auditor as needed
- Setting the meeting dates for the following year

Section Three: Elections

- (a) A Nomination Committee shall be struck at the May Meeting.
- (b) At the AGM, the Nomination Committee Chairperson shall announce any nominations and call for further nominations from the floor for each of the vacant offices in order: President, Vice President, Secretary, and Treasurer.
- (c) Majority vote shall elect.
- (d) The in-coming Executive will be in place for the next Regular Meeting.

Article VII: Financial Management

The Kelowna Chapter has Charitable Status with the Canadian Revenue Agency

Section One: Reporting

- (a) The Treasurer shall report to the Executive and the Membership
- (b) The Treasurer shall file all Canada Revenue Agency reports, in a timely fashion.

Section Two: Bank Accounts

Each account shall have three signing authorities with two signatures required.

Section Three: Financial Audit

- (a) The financial statements shall be audited at the end of the two year term of the Treasurer, and sooner should the position become vacant mid-term.
- (b) The audit shall be undertaken by an approved firm or a qualified person as approved by the Executive Committee.

Article VIII: National Conference

- (a) The President shall attend the National AGM and Conference at the expense of the Chapter.
- (b) If the President cannot attend then an alternate member of the Executive will be asked to take his or her place and represent the Chapter.
- (c) The President or designate, on his or her return, will report back to the Chapter at the next meeting.
- (d) Additional monies may be made available to assist other Chapter members to attend the annual national conference as the budget permits

Article IX: Amending the Bylaws

The Executive Committee, or any member, may suggest amendments to the Bylaws (not in conflict with National CCA's Bylaws), with notice given at a regular meeting for a decision at the next meeting. Amendments or additional bylaws need a two thirds majority of the members voting, in order to be approved.